

## **RECORDS RETENTION AND DISPOSAL**

### **Background**

The Division requires that all its official records and public documents shall be preserved and/or disposed of in accordance with legislation and under the supervision of the Director or designate.

### **Procedures**

1. The Principal/site supervisor has a responsibility to maintain and safeguard appropriate records.
2. The duration of the retention of records will be as set out by the Ministry of Education.

Reference: Sections 85, 87, 108, 109, 369 Education Act  
Local Government Election Act  
Archives Act  
Ministry of Education Records and Retention Guide